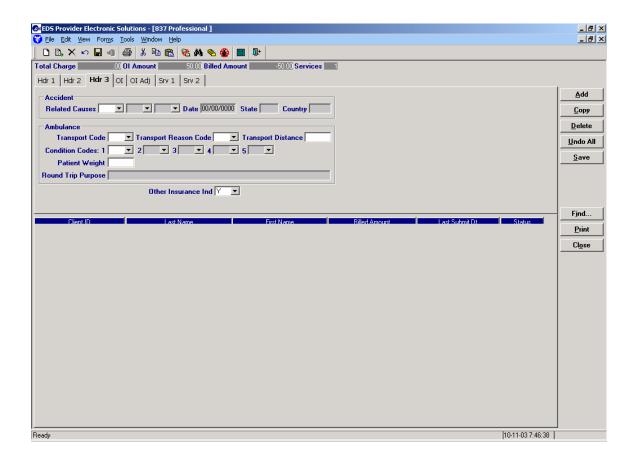
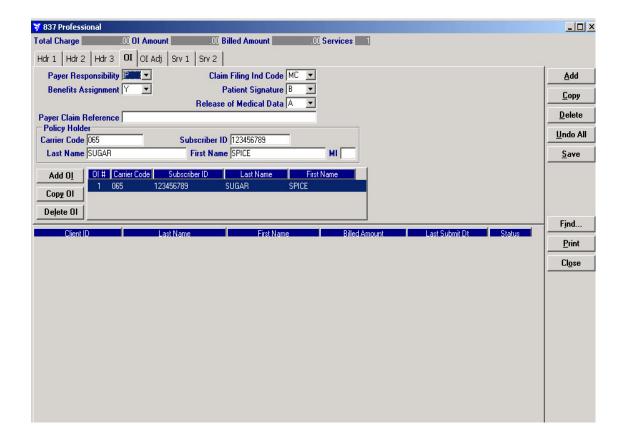
When billing a secondary claim choose 'Y' in the Other Insurance Indicator on Header 3.



Once you have selected 'Y' for other insurance two additional tabs will display – OI and OI Adj.

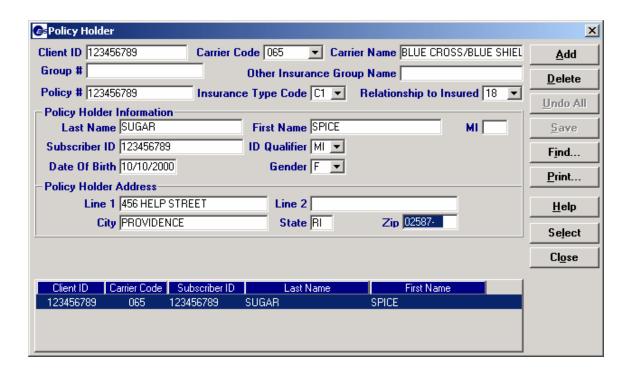
Payer Responsibility is defaulted to "P" leave as is. Select the appropriate value in the Claim Filing Indicator drop down box. Make a selection for Patient Signature and Release of Medical Data.

THEN: Double click in the Carrier Code Field located under Policy Holder.



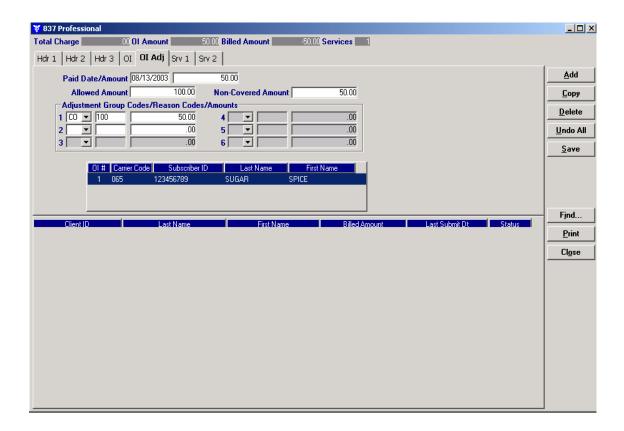
The Policy Holder Screen will be displayed: Here you will enter the information pertaining to the insurance policy and the policyholder.

Enter the Medicaid ID in the Client ID field. Select the valid value for Carrier Code from the drop down box, hit the tab button and the related carrier name will be populated. Select the Insurance Type code from the drop down box and do the same for Relationship to Insured. Enter Patient Information in Policy Holder section. See example below:



Click Save and then Select. PLEASE NOTE: When billing for this recipient again, you will only need to select by clicking on Carrier Code on the OI screen, for this information to appear – see example 1.

To provide other insurance payment supply **Paid Date** and **Amount** – this amount will be deducted from your billed amount. Allowed amount and Non-Covered amount should be completed if applicable and will not deduct from your billed amount. Enter the valid value for the Adjustment Group Code (First box in row 1) and a Reason Code (box 2 in row 1). You will obtain this information from the other insurance explanation of benefits. Then enter amount of payment. See below for example.



To complete your claim; enter information in the Srv 1 tab and Srv 2 if required. Click on Save when you have completed your claim information.